

Tournament/Event Rental Agreement

Seminole County
264 West North Street
Altamonte Springs, Florida 32714
Please complete sections I, II, and V

Parks and Recreation Division
(407) 788-0405
FAX: (407) 788-7790

You are required to sign and date your agreement. Falsification of the information provided herein may result in rescission of the Agreement or cancellation of the event/program.

I. APPLICATION

APPLICANT/SPONSOR NAME: _____ Phone: (W) _____ (H) _____
Address: Street _____ City _____ State _____ Zip _____ Country _____
Authorized Representative: Name _____ Phone: (W) _____ (H) _____
FACILITY REQUESTED: _____ Date(s) Requested: _____
Event Hours: From _____ To _____ Estimated: Participants _____ Vehicles _____ Spectators _____
Name of Event: _____ Description of Event: _____

Submit proposed schedule for matches or games

II. SPECIAL REQUESTS

Will an area for umpires/officials or meetings be needed? Yes _____ No _____ If Yes, explain: _____

Do you need the County's Food Concessions available? Yes _____ No _____ If Yes, Dates _____ to _____ Times _____ to _____

Will Tents be used?: Yes _____ No _____ County will provide three (3) 10' x 10' tents set up at Applicant/Sponsor designated locations. If additional tents or larger sizes are required, Applicant/Sponsor is responsible for providing tents and must obtain required permits from the County Building Department.

Will souvenirs be sold? Yes _____ No _____ If Yes, explain: _____

Will Tickets be sold? Yes _____ No _____ NOTE: NO SOCCER EXHIBITION GAMES/TICKETS SALES WILL BE PERMITTED BY THE US SOCCER TEAMS OR OTHER TEAMS USING THE TRAINING FACILITY AT SYLVAN LAKE PARK.

NOTE: Parks & Recreation Manager must review & approve all items to be sold in park.

III. USER FEES

ITEM	HOURLY RATE	7 DAY PRIOR NOTICE	HOURLY RATE
Field rental:	\$ 10.00 8 am to 5 pm	Maintenance Crew:	\$30.00/hour after 3:30 pm weekdays
	\$ 20.00 5 pm to 10 pm	4 Consecutive Hours Minimum (Optional)	or on Saturdays, Sundays and County Holidays
Tennis court:	\$ 2.00 8 am to 5 pm	Event Staff	\$20.00/hour per staff member during event hours
	\$ 4.00 5 pm to 10 pm	4 Consecutive Hours Minimum (Determined by Parks Division)	
Racquetball court:	\$ 4.00 8 am to 10 pm	Day Camps	\$40.00 per day per site

Cancellations must be made at least 48 hours prior to scheduled date. There will be no refunds, adjustments, or reduction to fees for cancellations or changes after the 48 hour notice deadline.

THE COUNTY DOES NOT PROVIDE TOURNAMENT STAFF.

IV. FEES

FACILITIES REQUESTED	USER FEES
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL AGREEMENT	\$ _____ (due on 1 st day of event)

NO SOCCER EXHIBITION GAMES/TICKETS SALES WILL BE PERMITTED BY THE US SOCCER TEAMS OR OTHER TEAMS USING THE TRAINING FACILITY AT SYLVAN LAKE PARK.

Make checks Payable to: SEMINOLE COUNTY

ALL PAYMENTS MUST BE IN U.S. FUNDS -- DO NOT SEND CASH

If tournament/event exceeds the time(s) scheduled, Applicant/Sponsor will be billed for extra hours at rates listed in Section III. Bill is payable within 7 days of completion of event.

V. HOLD HARMLESS AND INDEMNIFICATION AGREEMENT/INSURANCE REQUIREMENTS

The Applicant/Sponsor hereby promises and agrees to indemnify and save harmless the County of Seminole, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Applicant/Sponsor, officers, agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.

COPYRIGHT LAW: Applicant/Sponsor assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devises, processes or dramatic rights used on or incorporated in the conduct of any program/event covered under the Agreement; and Applicant/Sponsor agrees to indemnify and hold harmless the County of Seminole, its officers, agents, and employees, from all damages, costs and expenses in law or equity for or on account of any patented, trademarked or copyrighted materials, equipment, devises, processes or dramatic rights furnished or used by Applicant/Sponsor in connection with the Agreement and will defend the County of Seminole, its officers, agents, and employees, from any such suit or action, regardless of whether it be groundless or fraudulent.

The undersigned agrees to abide by the regulations governing said facility and is responsible for all charges incurred.

Applicant/Sponsor is responsible for any and all commitments to the sanctioning body for the program/event.

Applicant/Sponsor Signature

Date

VI.

CONFIRMATION

(OFFICE USE ONLY)

Contract Approved ____ Disapproved ____

By Authorization of: _____
Recreation Supervisor

Reason:

☐

Received after deadline

☐

Incomplete Application

☐

Date not available

☐

Other: _____

COPIES OF THIS CONTRACT MAILED TO (CHECK):

	DATE		DATE
[] Applicant	_____	[] Tourism Development Events Office	_____
[] Sheriff's Office	_____	[] Parks/Recreation Manager	_____
[] Building Dept.	_____	[] Leisure Services Director	_____
[] Public Safety	_____	[] Support Services	_____

Comments: _____

SEMINOLE COUNTY PARKS AND RECREATION DIVISION

Red Bug Lake Park
3600 Red Bug Lake Road
Casselberry, FL 32707
Phone: 407-695-7113
FAX: 407-695-8945

Sanlando Park
401 W. Highland Street
Altamonte Springs, FL 32714
Phone: 407-869-5966
FAX: 407-869-5315

Seminole County Softball Complex
264 W. North Street
Altamonte Springs, FL 32714
Phone: 407-788-0609
FAX: 407-788-7790

Sylvan Lake Park
845 Lake Markham Road
Sanford, FL 32771
Phone: 407-322-6567
FAX: 407-324-4317

THE PARKS AND RECREATION DIVISION IS AN EQUAL OPPORTUNITY ORGANIZATION AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, AGE, SEX, NATIONAL ORIGIN OR DISABILITY IN ITS FACILITY USES OR PROGRAMS.